

RECORDS CENTER

22 July 1956

MEMORANDUM FOR: L. K. White, Deputy Director (Support)

SUBJECT: Daily Report

1. The following operations have been accomplished by members of the Management Staff during the emergency exercise from 20 July thru 22 July 1956.

a. No problems arose pertaining to Organization and Methods and Regulation Control Staff functions.

b. Records Management

(1) Vital material repository

For the period covered, 750 requests for vital materials have been levied on the vital materials repository.

Although the number of requests have already exceeded those during the entire operations Alert 1955 by 500, the overall operations is running more smoothly. This may be attributed to the use of new request forms and indoctrination of personnel manning control points.

(2) Records Center

Technical supervision of the Records Center operation is being supplied by the Records Management Staff. In addition to carrying on normal functions with Headquarters, the Records Center is operating on a 24 hour standby basis. On 12 occasions intelligence materials have been furnished the Vital Materials Repository for use in the exercise. Six persons have been detailed from the Center for duty in the Repository and the Mail Room.

c. Business Machine Service

Various questions regarding present and future use of IBM machines to produce required reports from cards stored in the vital documents center have been discussed with several depositors. Valuable information was gained as to needed change in equipment.

The experimental model of the microfilm viewer reproducer has been demonstrated to [REDACTED] from all areas. The advantages to be realized through the use of this machine at [REDACTED] and at Headquarters was enthuseastically endorsed by all who saw it.

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42 people used conventional microfilm readers

16 people requested assistance and advice in using readers and inquired as to how to improve quality of film.

Practically everyone using the film reading facilities commented on the improvements which have been made since last year. There was no occasion where users had to wait to secure a reader.

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[REDACTED]  
Management Staff